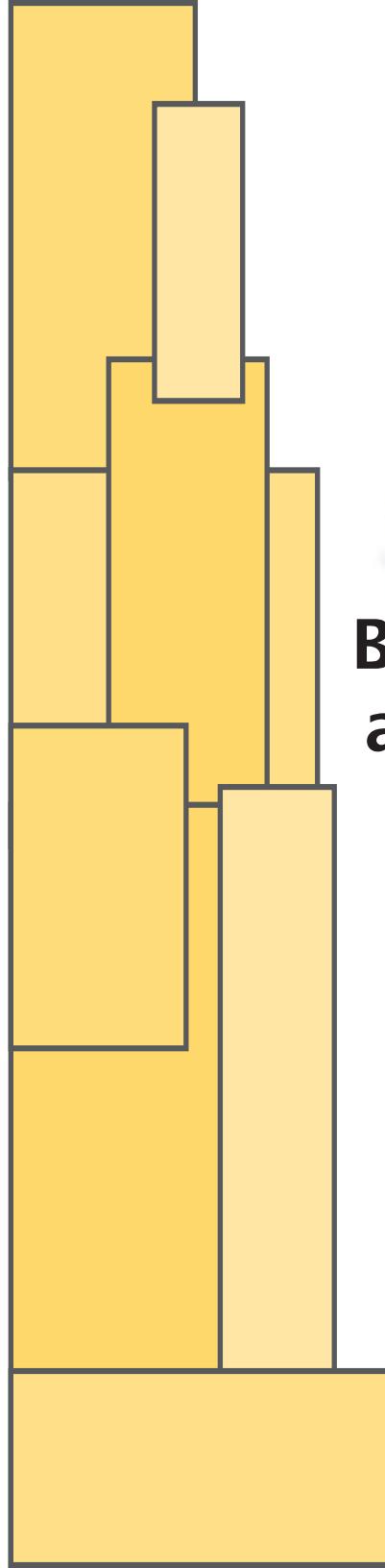


## Data Entry and Report Generation Schedule

SW PBS Team		
What Questions do we have?	What reports are needed?	Who will generate the report and how often?
How are we doing SW with problem behaviors?	Big 5 SWIS reports	
Is there a problem?		
Are any individual students showing early signs of problem behavior patterns (2+ ODRs)	SWIS Referrals by Student report	Who:
How is the CICO program working?	CICO-SWIS School-Wide report	How Often:
How are students on CICO doing in general?		
How many students need intensive/tertiary support?	CICO-SWIS Avg Daily Points per Student Report	
Does the team have what it needs?		

Individual Student Support Team		
What Questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student on CICO doing?	CICO-SWIS Individual Student Count Report	Who:
Any students needing discussion?	CICO-SWIS Individual Student Period Report	How Often:

CICO Coordinator		
What Questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student using CICO doing?	CICO-SWIS School-Wide Report CICO-SWIS Avg. Daily Points per Student Report Individual Student Count Report	Who:
If a student is having a problem, where, what and why is the student having trouble?	Individual Student Single Period Report Individual Student Period Report	How Often:



**SWIS™**

# Becoming Swift at CICO-SWIS™

## User's Manual

September 2008

Version 4.2

This manual is available online at <http://www.swis.org>

# CICO-SWIS User's Manual 2008

Version 1.0

## NOTES

### Written by:

Anne W. Todd and Robert H. Horner

### Acknowledgements:

Seth May, Noah Talmadge, Megan Cave, Nadia Sampson, Mary Green, Celeste Rossetto-Dickey, Joseph Boland, and Jessica Swain-Bradway

### Software requirements for SWIS include:

- Internet Explorer 7 or higher for PC (SWIS is not supported on IE for Macs.)
- Safari 1.0 or higher
- Mozilla 1.5 or higher
- Firefox 1.5 or higher
- Netscape 7.0 or higher

*Note: Users with slower internet connections may experience difficulties unrelated to the SWIS system.*

### For full citation use:

May, S., Ard, W., Todd, A., Horner, R., Glasgow, A., Sugai, G. & Sprague, J. (2000). School-wide Information System (SWIS(c) ), University of Oregon, Educational and Community Supports.

# Getting Support

Problems do arise from time to time. The following are ways that you can get support for the problems you may encounter.

1. Check the User's Manual.
2. Contact your SWIS Facilitator. Your facilitator can answer most questions that are beyond the scope of this User's Manual. Locate the name and the number of your SWIS Facilitator on your copy of the School Information Form, inside the front cover of your SWIS User's Manual, on the back of your password card, or under Facilitator Information in the Help menu at the top of any SWIS page in your school's SWIS account.
3. Ask another SWIS User at your school or in your district/region.
4. Click Help, located on the green menu bar in your SWIS account. The Help Menu gives you direct access to:
  - a. The SWIS homepage
  - b. Answers to Frequently Asked Questions
  - c. Your SWIS Facilitator's contact information.
  - d. A link to how to get support if you are unable to reach your facilitator.

The screenshot shows the CICO-SWIS software interface. At the top, there is a navigation bar with tabs: SWIS (grey), CICO (orange), Main Menu (green), Reports (green), Tools (green), Help (light green), and Logout (light green). The Help tab is currently selected. Below the navigation bar, a sub-menu is displayed under the Help tab, listing: Facilitator Information, Frequently Asked Questions, Support, Release Notes, SWIS Credits, and SWIS Homepage. The main content area displays "Facilitator Information" and "Your Current Facilitator's Information" for "Mary Smith". Below this, contact information is provided: Phone: 888-555-1212 and Email: mary\_smith@demo.org.

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# Getting to Know CICO

## OVERVIEW OF THE INTERVENTION

Schools that have School-Wide Positive Behavior Supports (SW-PBS) in place may still have students needing additional support. A school with a student population of 500 students will find that an average of 15-20% or 75-100 students will need more support than SW-PBS can provide (Crone, Horner, and Hawken, 2004). It would not be feasible to give all of these students individualized behavior supports. However, many students will respond positively to simple intervention strategies, like Check In Check Out (CICO), that are teacher friendly, time-efficient and inexpensive to implement. CICO is a secondary intervention that complements the structure of SW-PBS.

CICO systematically increases a student's positive interaction with adults within the school setting. Students have scheduled "check-ins" with an adult for positive feedback in the morning, afternoon and by class period. Adults serving as CICO check-in personnel provide specific, positive feedback on behavioral and academic effort by the student on a behavior report card. Students carry a daily report card throughout the day to document their effort in meeting behavioral and academic expectations. Goals are set and tracked to share progress with the student as well as their teachers.

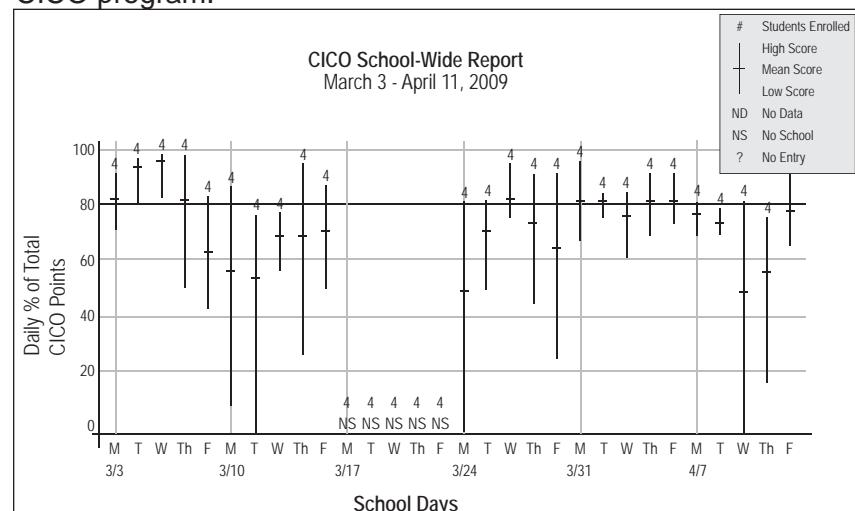
Students for whom the CICO intervention works well have problem behaviors that are anticipated to stay below crisis level, value adult attention and can benefit from increased structure and prompts throughout the day.

### To generate this report

1. Select start and end dates for the report from the pop-up calendars.
2. Advanced Options
  - a. Click Show Student Names to display the names of the students on the report.
  - b. Change the Percent of CICO Points Goal to see how the report changes in the student's goal were modified.
3. Click Generate Report.

### SCHOOL-WIDE REPORT

The CICO School-Wide Report shows data for all students enrolled in CICO for a given date range. The report shows the number of students with CICO data per day and provides the mean, high, and low scores for the group of students. This report is useful when assessing the status and effectiveness of the CICO program.



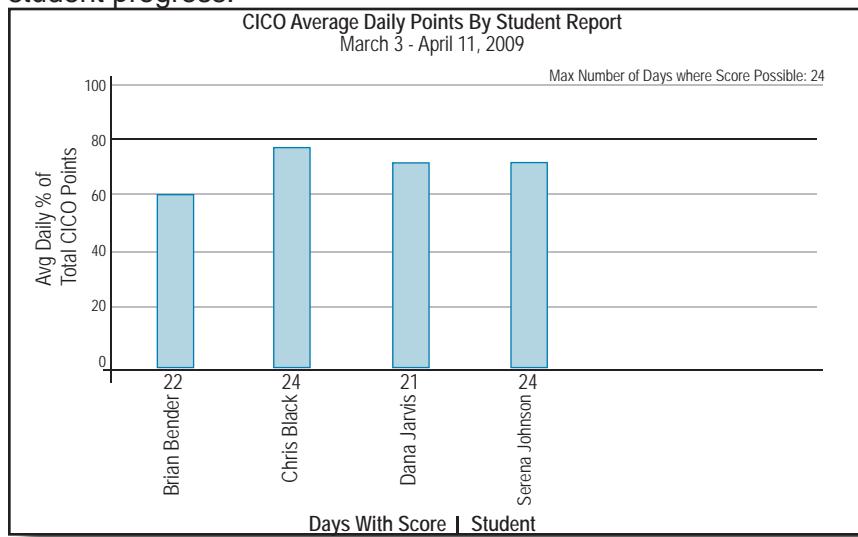
### To generate this report:

1. Select a start date for the report from the pop-up calendar.
2. Select the number of 30-day blocks to display. Each School-Wide Report is formatted for 30-day increments.
3. Click Generate Report

5. Click Show ODR Data to display any office discipline referrals the student may have had during the reporting period.
6. Click Show Support Plan Changes to display plan changes the student may have had during the reporting period.
  - a. When displayed, a vertical line appears on the report showing the dates when changes were made to the student's plan. A table below shows the plan change description.
7. Advanced Options
  - a. Click Show Student Name to display the name of the student on the report.
  - b. Change the Percent of CICO Points Goal to see how the report changes in the student's goal were modified.
8. Click Generate Report

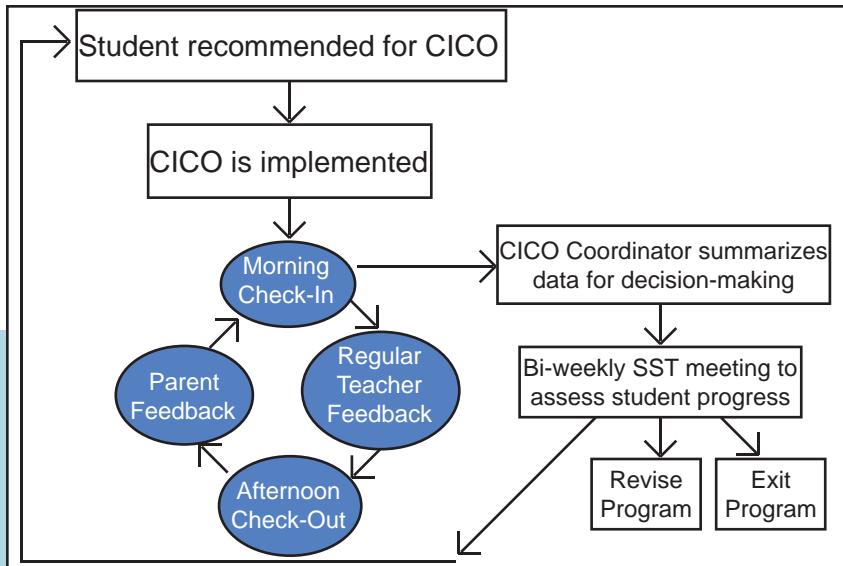
## AVERAGE DAILY POINTS BY STUDENT

The Average Daily Points by Student Report shows each student's average % of total CICO points for a specified date range. Each student's name is listed across the bottom of the report along with the number of days of data available within the date range. This report provides an efficient way to compare student progress.



The sample daily report card below shows the three school rules, the ranking key, and the check in times.

Name:									
Date:									
2 = Great	Safe			Responsible			Respectful		
1 = OK									
0 = Difficult Time									
Morning Check In	2	1	0	2	1	0	2	1	0
Period 1	2	1	0	2	1	0	2	1	0
Period 2	2	1	0	2	1	0	2	1	0
Period 3	2	1	0	2	1	0	2	1	0
Period 4	2	1	0	2	1	0	2	1	0
Period 5	2	1	0	2	1	0	2	1	0
Afternoon Check Out	2	1	0	2	1	0	2	1	0
Today's Goal				Today's total points:					

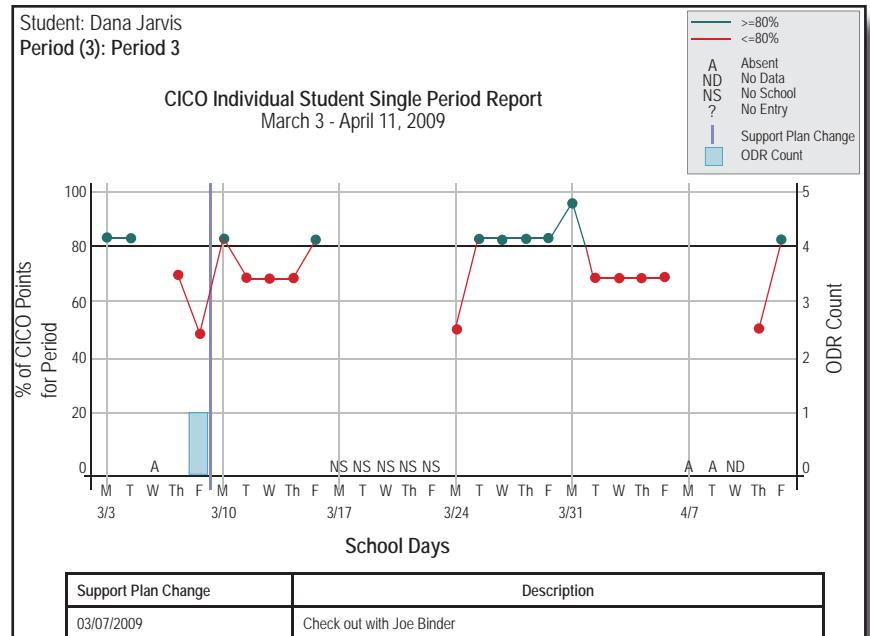


Students participate in a daily cycle of feedback, while the school team coordinates and monitors students selected for CICO. A sample CICO cycle illustrates both student CICO daily cycle and the CICO coordination and monitoring cycle.

## STUDENT PARTICIPATION

Students Participating in Check-In Check-Out follow three main steps, daily:

- **Morning check-in:** This is a time for the student to engage in a positive interaction with an adult. The adult helps the student determine daily readiness and preparedness, anticipated challenges, and daily goals.
- **Class by class check in with teacher:** The student engages in a positive interaction with teachers. This is the time when the daily report card is scored and paired with positive comments and specific, non-punitive, feedback on the expectations for each specific period.
- **Afternoon check in and goal attainment review:** The student engages in a positive interaction with an adult. During this time, daily points earned are reviewed, goal achievement and progress over the week / month are discussed. Specific, positive feedback is given on



## INDIVIDUAL STUDENT SINGLE PERIOD REPORT

The Individual Student Single Period Reports provides information about a single period during the school day. This report is useful when trying to determine when/where problems occur with more precision.

When the Individual Student Period Report shows the student's point average is low for a specific period, generating the Individual Student Single Period Report for that period can help determine if there is a pattern in the student's behavior.

By selecting it in reporting options, this report can document SWIS ODR data for each day, which provides a larger picture of the student's social behavior.

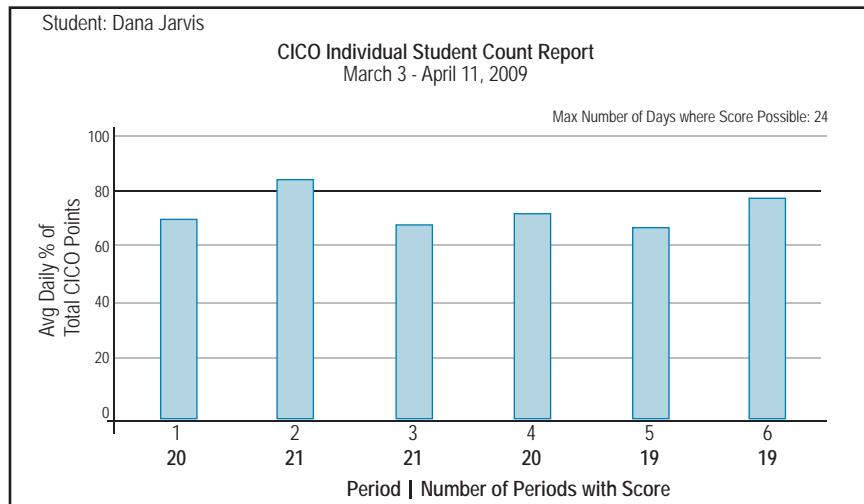
### To generate this report:

1. Select a start date for the report from the popup calendar.
2. Select a student to report
3. Select a period number to report.
4. Select the number of 30-day blocks to display. Each Individual Student Single Period Report is formatted for 30-day increments.

## INDIVIDUAL STUDENT PERIOD REPORT

The Individual Student Period Report provides a snapshot of how a student is doing every period by graphing the average percent of points a student earns during each period. At-a-glance, this report shows when students are doing well and when they are struggling.

For each period, the report shows the number of days of data used to calculate the average daily percent of points.



### To generate this report:

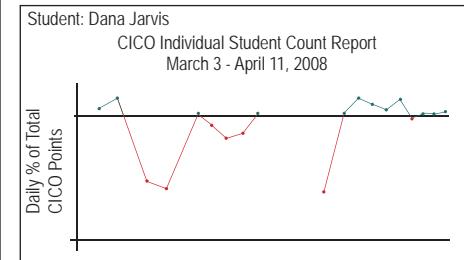
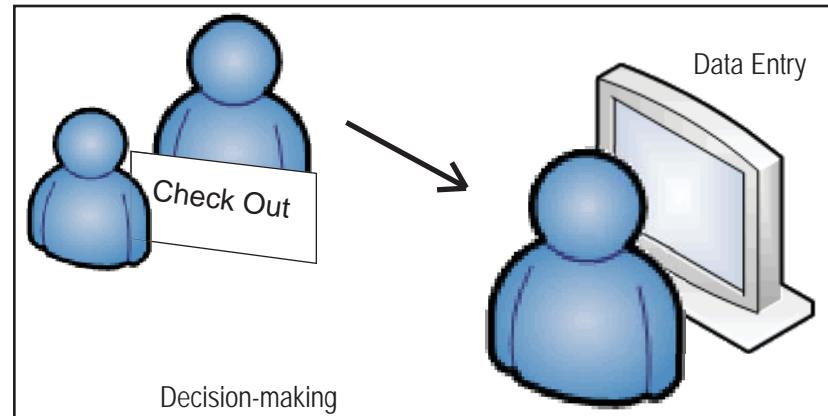
1. Select start and end dates for the report from the popup calendar
2. Select a student to report.
3. Advanced Options
  - a. Click Show Student Name to display the name of the student on the report.
  - b. Change the Percent of CICO Points Goal to see how the report changes if the student's goal were modified.
4. Click Generate Report

meeting goals if the student is not currently achieving behavioral goals.

## STAFF COORDINATION

Staff coordinating student CICO progress follow three steps

1. Hold regular meetings to determine students nominated for CICO and to monitor current student progress
2. Enter student CICO data daily into the SWIS account
3. Review individual student report at least weekly to determine whether:
  - a. The student is doing well and no changes are needed
  - b. The student is having trouble and a plan change needs to occur
  - c. CICO does not seem to be working for the student.



# Getting to Know CICO-SWIS

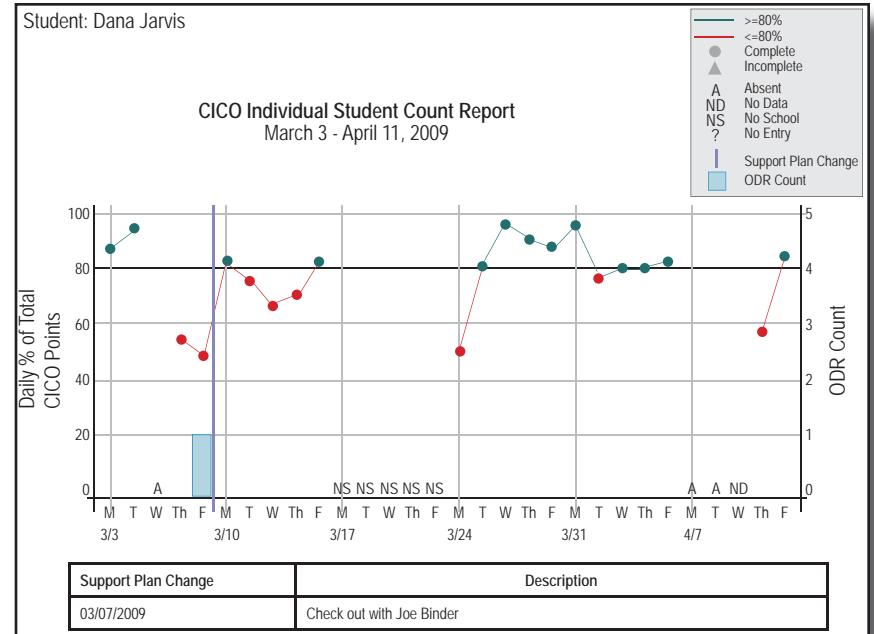
CICO-SWIS is a computer application nested within SWIS to provide school personnel with the behavioral data needed for effective decision making within the CICO intervention. CICO-SWIS is organized around the same three areas as the SWIS application:

1. Data Entry
2. Reporting
3. Tools

Data entry within CICO-SWIS is efficient and intuitive to setup. The reports available within the application are useful for monitoring individual student progress as well as reviewing the integrity and fidelity of the program for all students enrolled in CICO.

## MAIN MENU

- Data Entry**
  - CICO Student Management
  - CICO Data Entry
- Reports**
  - Individual Student Count Report
  - Individual Student Period Report
  - Individual Student Single Period Report
  - Average Daily Points by Student
  - School-Wide Report
- Tools**
  - CICO Preferences



## To generate this report:

1. Select a start date from the popup calendar.
2. Select a student to report.
3. Select the number of 30-day report periods to report. Each Individual Student Count Report is formatted for 30-day increments.
4. Click Show ODR data to display any office discipline referrals the student may have had during the reporting period.
5. Click Show Plan Changes to display plan changes the student may have had during the reporting period.
  - a. When displayed, a vertical line appears on the report showing the dates when changes were made to the student's plan. A table below shows the plan change description.
6. Advanced Options:
  - a. Click Show Student Name to display the name of the student on the report.
  - b. Change the Percent of CICO Points Goal to see how the report changes if the student's goal were modified.
7. Click generate report

## Report Generation

Generating reports in CICO-SWIS is very similar to generating SWIS reports. Five reports are available as described:

1. Individual Student Count Report
2. Individual Student Period Report
3. School Wide Report
4. Individual Student Single Period Report
5. Average Points per Day by Student

### Advanced Reporting Options include:

1. Show ODR data
2. Change of goal line
3. Show student name

## INDIVIDUAL STUDENT COUNT REPORT

The Individual Student Period Report is used to track individual student progress. This report graphs the student's daily % of points earned.

The goal line appears horizontally across the graph. When the student's daily data is **at or above** his or her goal, the data point is green. When the student's daily data is **below** goal, it is red. With the goal line defined for each student, it is easy to see if students are doing well or if plan changes are needed.

By selecting it in reporting options, this report can document SWIS ODR data for each day, which provides a larger picture of the student's social behavior. The far right y-axis provides the scale used for the ODR data.

## Using CICO-SWIS Data for Decision Making

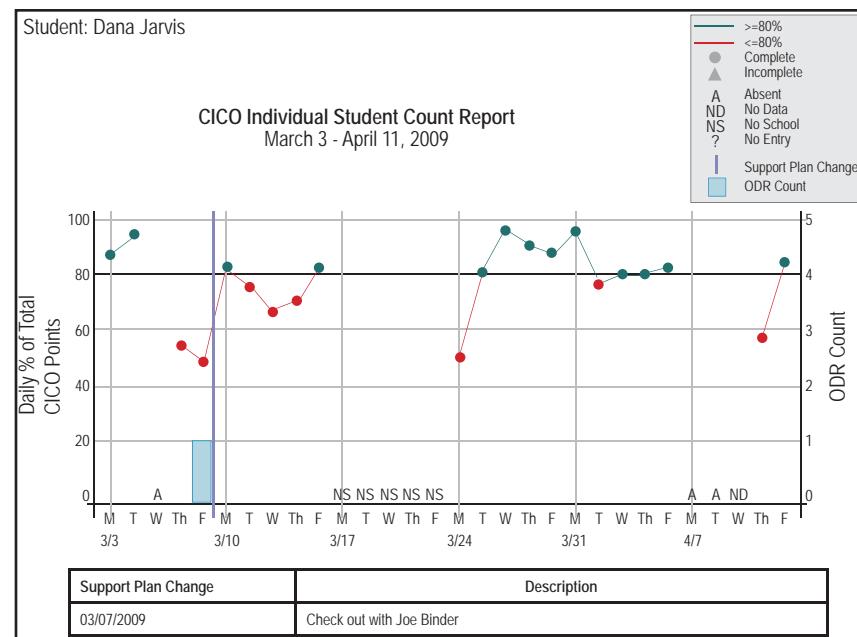
CICO-SWIS reports are organized to be used for two levels of problem-solving

1. Overall CICO implementation
2. Individual student progress monitoring.

Five reports are available and include:

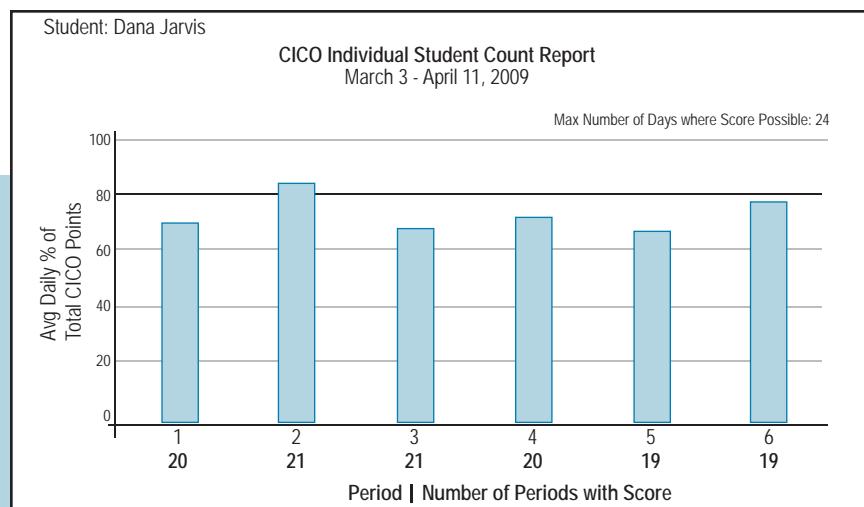
### 1. INDIVIDUAL STUDENT COUNT REPORT:

Provides information to determine if an individual student is meeting goal and if a student might need a plan change



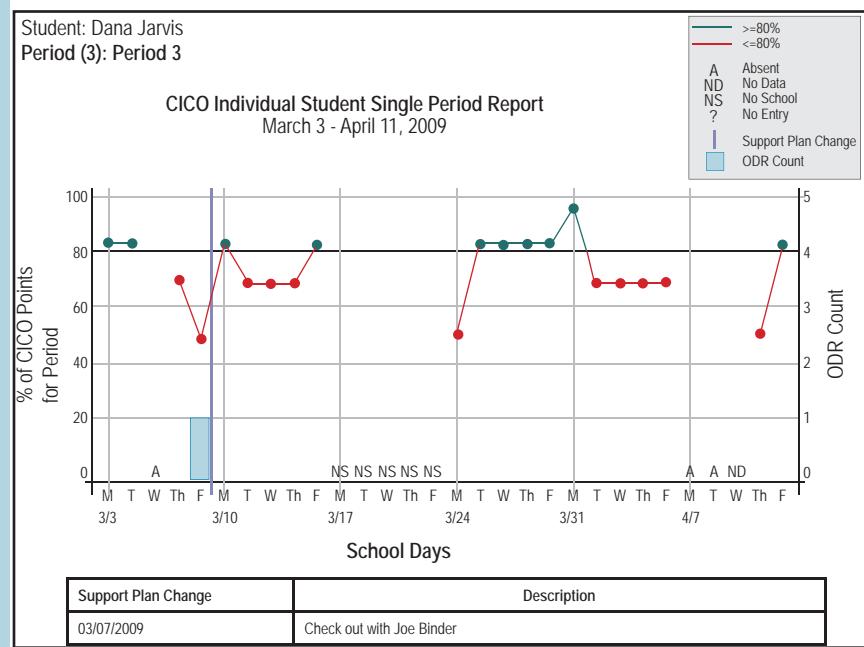
## 2. INDIVIDUAL STUDENT PERIOD REPORT:

Provides individual student data, by period, for a specific number of school days. This information helps to determine if specific periods of the day are problematic.



## 3. INDIVIDUAL STUDENT SINGLE PERIOD REPORT:

Provides a review of the data by a single period across time



## STUDENT STATUS:

The Student Status drop-down menu contains options for the student's attendance on that particular day. Four options are available from the drop down menu:

1. Present
2. Absent
3. No data: Student was in school, enrolled in CICO, data is not available for data entry.
4. No School

The student's status will default to Present. Use the drop down menu to select a different status for that day.

## POINTS EARNED PER PERIOD

Each period, students earn points, are absent, have no data or school was not in for that period. To enter the total points earned per period:

1. A selection of possible points is available from 0 to a maximum. The maximum number of points for a period is equal to the total number of expectations x 2.
2. Use the drop-down menu to select the total points earned per period.
3. As data is entered, the % Total will calculate dynamically.
  - a. Entering 'No Data' for a period will be treated as a 0.
  - b. Leaving a period blank will not affect the % Total. That day will appear as incomplete data on reports.
4. Click Save.

*For more efficient data entry, using the Tab key on your keyboard will move you through each period allowing use of the keyboard to enter each student's points.*

## PLAN CHANGES

When students have program plan changes:

1. Click on Add Plan Change.
2. Type in a brief description of the changes.
3. Click Save.
4. The text of the change will appear in the student's History table and a vertical line will appear on the individual student report documenting the date of the plan change.

Previous Day    Monday, Feb 14, 2009 02/14/2009 GO    Next Day

School Status: School In ▾

**Brian Bender**      Student Status: Present ▾

% Total: 85      Check-In: 8 Before Recess: 8 Lunch: 9

Add Plan Change

Afternoon Re...      Reading: 7 Check-Out: 10

**Chris Black**      Student Status: Present ▾

% Total: 50      Check-In: 6 Before Recess: 6 Lunch: 5

Modify Plan Change

Afternoon Re...      Reading: 8 Check-Out: No Data

Plan Change: Check in with Mr. Robinson

**Dana Jarvis**      Student Status: Absent ▾

% Total:      Check-In: Absent Before Recess: Absent Lunch: Present

Add Plan Change

Afternoon Re...      Reading: Absent Check-Out: Absent

**Serena Johnson**      Student Status: Present ▾

% Total: 88      Check-In: 7 Before Recess: 9 Lunch: 9

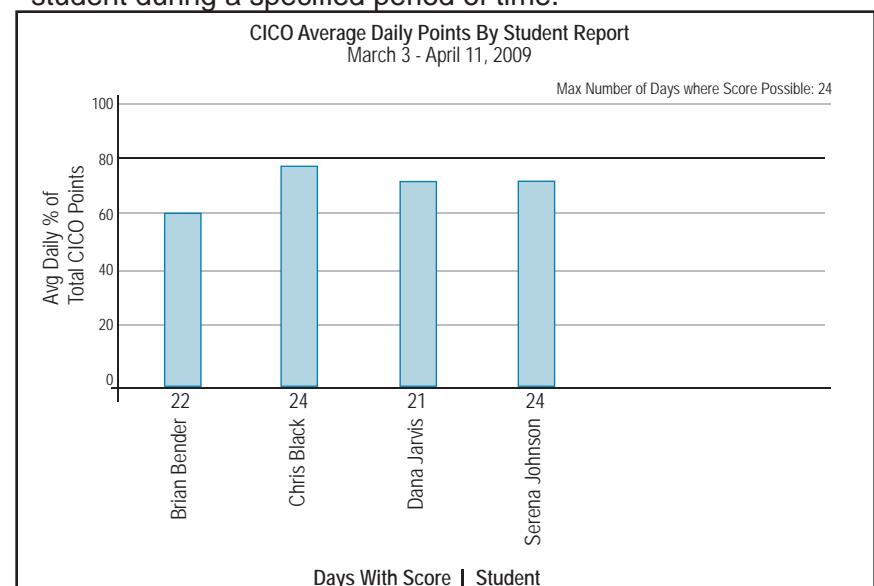
Add Plan Change

Afternoon Re...      Reading: 10 Check-Out: 4

Absent  
No Data  
No School  
0  
1  
2  
3  
4  
5  
6  
7  
8  
9  
10

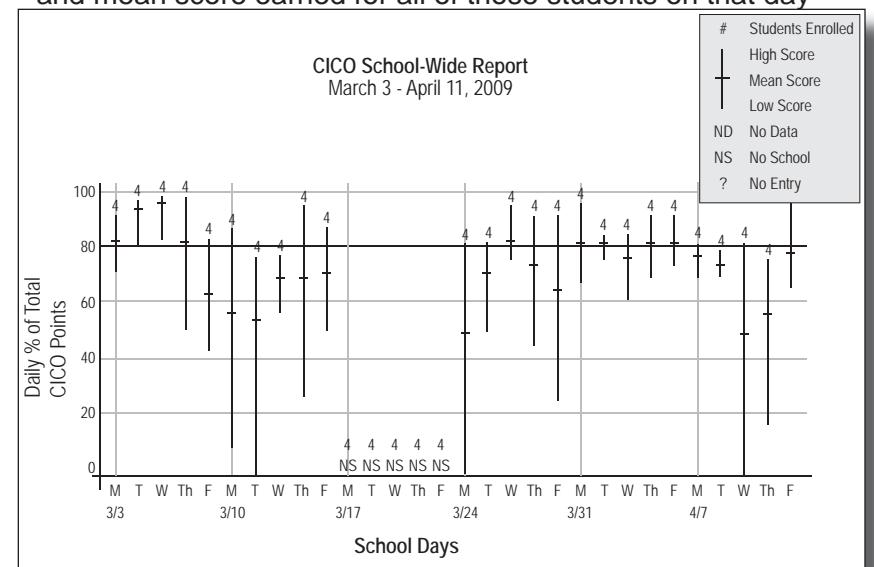
#### 4. AVERAGE DAILY POINTS PER STUDENT REPORT:

Provides a snapshot of average points earned daily for each student during a specified period of time.



#### 5. SCHOOL-WIDE REPORT:

Reports data for each day across time for all students who have data. Each day of data provides information on the number of students with CICO data that day, and gives the highest, lowest, and mean score earned for all of those students on that day



## Common Navigation

A small number of features are standard across CICO-SWIS.

- **Tab Activated Movement** - Move from one field to the next within a data entry screen by using the Tab button on the computer keyboard.
- **Navigation Menu** – A gray navigation bar at the top of each data entry screen allows users to scroll through records one at a time, add a new record or delete the current record.
- **Main Menu** – The main menu button on every screen will take users back to the SWIS main menu.
- **Pop-Up Windows** – For PC users, blue boxes activate pop-up windows for student and staff names. For MAC users, white ovals activate pop-up windows.
- **Drop-Down Lists** – Arrows activate pull-down lists within the SWIS application. Users can also click anywhere within the pull-down window to activate the list.
- **Required Information** – All required fields are noted with a red “(required)”
- **Dates** – Calendar pop-ups allow users to quickly enter dates. For schools in the United States, all dates are entered as: DD/MM/YYYY. For schools outside of the US, dates are formatted based on the locale set up within Account Preferences.
- **Report Date** – When generating reports and entering referrals, the date will default to the current day. Users can manually enter a previous date for older referrals.
- **Auto Logout** – SWIS will automatically time out after 15 minutes of inactivity. This is to ensure confidentiality is maintained.
- **Space and Case Sensitivity** – All usernames and passwords are space and case sensitive. Be sure to log into the account using the login information provided on your school's School Information Form.

The screenshot shows a software interface for managing student records. At the top, there is a navigation bar with buttons for 'Previous Day', 'Next Day', and a date selector set to 'Monday, Feb 16, 2009'. Below the navigation bar, there is a calendar for February 2009, with the 16th highlighted in yellow. The main area contains four student records, each with a name and a 'Student Status' dropdown set to 'No School'. Each record includes fields for 'Check-In' (dropdown), 'Before Recess' (dropdown), 'Lunch' (dropdown), 'Afternoon Re...', 'Reading' (dropdown), and 'Check-Out' (dropdown). There are also buttons for '% Total:' (with a grey bar), 'Add Plan Change', and a 'School Status' dropdown. The student records are: Brian Bender, Chris Black, Dana Jarvis, and Serena Johnson.

## DATA ENTRY CARD

CICO-SWIS Data Entry is formatted for daily data entry on multiple students. Entering data for multiple students daily is efficient and provides school teams with current information on student progress.

The CICO Data Entry screen for points earned per period shows a page of students enrolled in CICO for the specific day. If a student name does not appear on the list, check his or her enrollment date in Student Management to be sure the correct one has been entered.

The CICO Data Entry screen has several fields available for data entry.

### **DATE:**

The CICO Data Entry screen always opens with the current day's date. Use the Previous Day and Next Day buttons to scroll through the data entry pages.

### **CHANGING THE DATA ENTRY DATE**

To jump to a specific date without using the Previous and Next Day buttons,

1. Click on the calendar icon in the top, middle of the screen.
2. Select a month, day and year from the menu.
3. Click Go.
4. The page will refresh with that day's page.

### **SCHOOL STATUS**

This drop-down menu refers to the current attendance status for the entire school on that particular day. For each day, use the drop-down menu to select one of the three available options:

1. School In
2. No Data: School was in session, no CICO data was entered. Selecting this option enters 'No Data' into each student's record for the day.
3. No School: Selecting this option enters 'No School' into each student's record for the day.

## Data Entry and Report Generation Schedule

SW PBS Team		
What Questions do we have?	What reports are needed?	Who will generate the report and how often?
How are we doing SW with problem behaviors?	Big 5 SWIS reports	Who:  How Often:
Is there a problem?		
Are any individual students showing early signs of problem behavior patterns (2+ ODRs)	SWIS Referrals by Student report	
How is the CICO program working?	CICO-SWIS School-Wide report	
How are students on CICO doing in general?		
How many students need intensive/tertiary support?	CICO-SWIS Avg Daily Points per Student Report	
Does the team have what it needs?		

Individual Student Support Team		
What Questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student on CICO doing?	CICO-SWIS Individual Student Count Report	Who:  How Often:
Any students needing discussion?	CICO-SWIS Individual Student Period Report	

CICO Coordinator		
What Questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student using CICO doing?	CICO-SWIS School-Wide Report  CICO-SWIS Avg. Daily Points per Student Report  Individual Student Count Report	Who:  How Often:
If a student is having a problem, where, what and why is the student having trouble?	Individual Student Single Period Report  Individual Student Period Report	

# Logging Into and Out of CICO-SWIS

## For computer set-up

1. Check accuracy of date and time.
2. Click on the Control Panel, click on Date/Time option and revise as needed.
3. Open your preferred internet browser (Internet Explorer, Mozilla, Safari, etc)
4. Type in website address [www.swis.org](http://www.swis.org). (You might want add this site to your favorites or bookmarks.)
5. Log into the SWIS account
6. Click CICO tab at the top of the screen to access the CICO-SWIS Main Menu

The screenshot shows the SWIS software interface. At the top, there's a navigation bar with tabs for 'SWIS' and 'CICO'. Below the tabs is a menu bar with links: Main Menu, Data Entry, Reports, Tools, Help, and Logout. The main content area is divided into two sections: 'Data Entry' on the left and 'Reports' on the right. Under 'Data Entry', there are links for 'CICO Student Management' and 'CICO Data Entry'. Under 'Reports', there are links for 'Individual Student Count Report', 'Individual Student Period Report', 'Individual Student Single Period Report', 'Average Daily Points by Student', and 'School-Wide Report'. A 'Tools' section at the bottom contains a link for 'CICO Preferences'.

## CICO STUDENT HISTORY

### CICO Enrolled Students

Enrollment	Student Name	District ID	% Goal	Enroll Date	Current Status
Unenroll	Brian Bender	75262	80% ▼	09/01/2008	Plan Change: 03/10/2009 History

### CICO History for Dana Jarvis

[Close Window](#)

Date	Event Type	Description
05/24/2009	Plan Change	call parents, schedule home visit
05/11/2009	Plan Change	can earn get out of class early time
05/02/2009	Plan Change	call parents, schedule home visit, complete contract for attendance
03/07/2009	Plan Change	check out with Joe Binder
03/01/2009	Plan Change	sent summary home without notes
09/06/2008	Plan Change	call parents, schedule home visit
09/01/2008	Enrolled	Change: 09/01/2008 <input type="button" value="SET"/>

[Close Window](#)

## UNENROLL A STUDENT

### CICO Enrolled Students

Enrollment	Student Name	District ID	% Goal	Enroll Date	Current Status
Unenroll	Brian Bender	75262	80% ▼	09/01/2008	Plan Change: 03/10/2009 History
Enroll	Chris Black	239964	60% ▼	09/01/2008	Enrolled: 09/01/2008 History
Unenroll	Dana Jarvis	34957	80% ▼	09/01/2008	Plan Change: 03/07/2009 History
Unenroll	Serena Jackson	78434	70% ▼	09/01/2008	Enrolled: 09/01/2008 History

## **CICO STUDENT HISTORY**

The History button next to each currently enrolled CICO student provides a table of the student's history of enrollment and plan changes during his or her time in CICO.

The date that a student is enrolled in CICO-SWIS will be the first date available for CICO-SWIS data entry. If back entering CICO student data is desired, use the history button next to student name to set an earlier enrollment date.

## **CHANGE THE ENROLLMENT DATE**

1. From the Student Management screen, click the History button next to the student whose enrollment date needs to be changed.
2. Entries in the History screen are listed from most to least recent. The very first entry is the student's enrollment date.
3. Enter the correct date using the calendar icon and selected the month, day and year. The date can also be set by typing directly into the text field.
4. Click Save.

## **UNENROLL A STUDENT IN CICO**

1. From the Student Management screen in the CICO Enrolled Students section, click the Unenroll button next to the appropriate student name.
2. Click Save.
3. The student's name now appears in the Students Not Enrolled in CICO table. The previous enrollment date, current unenrolled status and access to CICO-SWIS history are available.

## **Tools**

### **DEFINING CICO DATA ENTRY**

The preferences available for the set up of data entry for the CICO program include:

1. **Collection of data on Saturdays and Sundays:** Checking this preference will accommodate schools where CICO data is collected on the weekends. Leaving it unchecked will skip those days in both data entry and report screens.
2. **Setting default goal line for % of points earned:** When reporting in CICO-SWIS, this percentage will be the default goal line on all reports.
3. **Defining CICO Periods:** This is where the data entry screen is established based on the number of times students check in during the day and the number of expectations at the school.

*The criteria established in this section will apply to all students enrolled in CICO at the school. To manage individual student information (including adjusting the student's goal line and establishing plan changes), please refer to the Student Management section of this manual.*

## **CICO PREFERENCES**

### **General Preferences**

Collect data and report for Saturdays (No, unchecked)	<input type="checkbox"/>
Collect data and report for Sundays (No, unchecked)	<input type="checkbox"/>
The default goal line that students should achieve (80%)	80% ▾
Define CICO Periods	<b>Define</b>

## SET THE GOAL LINE

In CICO-SWIS, defining point goals for varies dependent on the screen.

- 1. In CICO Preferences**, the setting the default goal line defines a goal for all students enrolled in CICO

### General Preferences

Collect data and report for Saturdays (No, unchecked)	<input type="checkbox"/>
Collect data and report for Sundays (No, unchecked)	<input type="checkbox"/>
The default goal line that students should achieve (80%)	80% <input type="button" value="▼"/>
Define CICO Periods	<input type="button" value="Define"/>

- 2. In Student Management**, setting the goal line establishes a goal for each individual student if his or her goal is different from the school's default.

Enrollment	Student Name	District ID	% Goal	Enroll Date	Current Status
Unenroll	Brian Bender	75262	80% <input type="button" value="▼"/>	09/01/2008	Plan Change: 03/10/2009   History
Unenroll	Chris Black	239964	60% <input type="button" value="▼"/>	09/01/2008	Enrolled: 09/01/2008   History
Unenroll	Dana Jarvis	34957	80% <input type="button" value="▼"/>	09/01/2008	Plan Change: 03/07/2009   History
Unenroll	Serena Jackson	78434	70% <input type="button" value="▼"/>	09/01/2008	Enrolled: 09/01/2008   History

- 3. When reporting**, the goal line setting is available in Advanced Options and can be set to any value. Setting the goal in Advanced Options does not affect the goal line defined in CICO Preferences or Student Management.

Report Start Date	03/03/2009
<input type="button" value="Student"/>	Dana Jarvis
Number of 30-day Blocks to Display	1
Show ODR Data	<input checked="" type="checkbox"/>
Show Support Plan Changes	<input checked="" type="checkbox"/>
<input type="button" value="Advanced Options"/>	
Percent of CICO Points Goal	80 <input data-bbox="496 1476 528 1501" type="button" value="%"/> (Does not permanently change default goal line)
Show Student Names	<input checked="" type="checkbox"/>

## CICO STUDENT MANAGEMENT

### CICO Enrolled Students

Enrollment	Student Name	District ID	% Goal	Enroll Date	Current Status
Unenroll	Brian Bender	75262	80% <input type="button" value="▼"/>	09/01/2008	Plan Change: 03/10/2009   History
Unenroll	Chris Black	239964	60% <input type="button" value="▼"/>	09/01/2008	Enrolled: 09/01/2008   History
Unenroll	Dana Jarvis	34957	80% <input type="button" value="▼"/>	09/01/2008	Plan Change: 03/07/2009   History
Unenroll	Serena Jackson	78434	70% <input type="button" value="▼"/>	09/01/2008	Enrolled: 09/01/2008   History

### SWIS Students Not Enrolled in CICO

Enrollment	Student Name	District ID	% Goal	Enroll Date	Current Status
Enroll	Marie Banks	10694	80% <input type="button" value="▼"/>	09/01/2008	Unenrolled: 05/01/2009   History
Enroll	Justin Burbanks	10175	80% <input type="button" value="▼"/>		
Enroll	John Candy	10170	80% <input type="button" value="▼"/>		
Enroll	Katie Cassidy	10241	80% <input type="button" value="▼"/>		
Enroll	Jamie Clausen	10450	80% <input type="button" value="▼"/>		
Enroll	Jeremey Farina	10866	80% <input type="button" value="▼"/>		
Unenroll	Codi Franks	10744	80% <input type="button" value="▼"/>		
Enroll	Caitlin Holman	10878	80% <input type="button" value="▼"/>		
Enroll	Cason Holman	10878	80% <input type="button" value="▼"/>		
Enroll	Larry Holman	10342	80% <input type="button" value="▼"/>		
Enroll	Randy Holman	10874	80% <input type="button" value="▼"/>		
Enroll	Jayme Jones	10131	80% <input type="button" value="▼"/>		
Enroll	Darren Kincaid	10397	80% <input type="button" value="▼"/>		
Enroll	Anya Laramie	10732	80% <input type="button" value="▼"/>		
Enroll	Jeni McKnight	10110	80% <input type="button" value="▼"/>		
Enroll	Chris McManan	10935	80% <input type="button" value="▼"/>		
Enroll	Jason Miller	10970	80% <input type="button" value="▼"/>		
Enroll	Sara Milton	10631	80% <input type="button" value="▼"/>		
Enroll	Sam Neeten	10916	80% <input type="button" value="▼"/>		
Enroll	Nick Newton	10344	80% <input type="button" value="▼"/>		
Enroll	Ira Peterson	10889	80% <input type="button" value="▼"/>		
Enroll	Darin Price	10854	80% <input type="button" value="▼"/>		
Enroll	Andrew Roland	10863	80% <input type="button" value="▼"/>		
Enroll	Amie Saunders	10452	80% <input type="button" value="▼"/>		

# Data Entry

## STUDENT MANAGEMENT

All students displayed in the SWIS account are displayed in the SWIS Students Not Enrolled table. To prevent double entry of student names, always check the SWIS Display Student Status menu to ensure the student's name does not appear on the list as an undisplayed entry.

### ENROLLING A STUDENT IN CICO

1. From the Student Management screen, click enroll.
2. Set the student's daily percentage goal line from the drop down menu.
3. Click Save

### ENROLL A STUDENT IN CICO WHO HAS NOT BEEN ENTERED IN THE SWIS ACCOUNT PREVIOUSLY

1. From the Student Management screen, click Add Student.
2. Enter all required student information.
3. Click Save.
4. The student will now appear in the SWIS Students Not Enrolled in CICO list.
5. Click Enroll next to the student's name.
6. Set the student's daily percentage goal line from the drop down menu.
7. Click Save.

Please enter the number of school expectations:

Period Number	Period Title
Add	
1	Check-In
2	Before Recess
3	Lunch
4	Afternoon Recess
5	Reading
6	Check-Out
Chris Black	
% Total:	Check-In Before Recess Lunch
Add Plan Change	Afternoon Recess Reading Check-Out
Dana Jarvis	
% Total:	Check-In Before Recess Lunch
Add Plan Change	Afternoon Recess Reading Check-Out
Serena Johnson	
% Total:	Check-In Before Recess Lunch
	Afternoon Recess Reading Check-Out

### DEFINE CICO PERIODS:

1. Click on Define next to the Define CICO Periods preference in CICO Preferences within the Tools menu.
2. Enter the number of school expectations. No less than 1 and no more than 5 expectations are allowed.
3. In the field below Period title, type the name of the first check in period. Example: Check-In, Math, Period 1, etc.
4. Click the Add button.
5. Repeat the previous two steps for each check-in period. No more than 10 periods can be defined.
6. Use the directional arrows to the left of the period titles to change the order of that period on the data entry page. This is useful when schedules change in the middle of the year.
7. Click Save.
8. Use the delete button if a defined period is no longer in the schedule.